

## STREET NAME APPLICATION AND STREET NAME CHANGE PETITION INSTRUCTIONS

This application may serve either of two purposes; to request approval of street names for new public or private streets or private drives, or, with a valid petition, to request a name change for an existing public or private street or private drive.

### **Instructions for Requesting New Street Names**

Any proposed development within the High Point City Limits that will contain new public or private streets will require street name approval from the City, which includes a review by the appropriate county E-911 address coordinator. Approval of new street names is obtained through the use of the Street Name Application provided by the Department of Planning and Development.

- There is no fee for this application, and no petition is required.
- Consult the *Street Name and Address Assignment Guidelines and Policies* (Appendix 9 of the High Point Development Ordinance) for guidance in choosing names, prefixes and suffixes.
- Mark the application as a request for new street names by placing an "X" in the appropriate box, write in the development name and the number of new street names that will be needed. Extensions of existing streets should not be counted.
- Use Section B of the application to provide a list of requested street names. Since some of the proposed names may be rejected because they duplicate or nearly duplicate existing names, please provide at least twice the number of names as are needed.
- The second page of the application may be reproduced as needed.
- Submit the completed form to the Department of Planning and Development anytime prior to, but no later than, when a preliminary plan is submitted for review.
- Once it is reviewed, the application will be returned to the applicant, indicating which names have been approved. The selected names should then be included on the preliminary plan and all future plans of the development.

### **Instructions for Requesting a Street Name Change**

Proposed street name changes for public streets, private streets, or private drives that have been officially named, may be initiated by any owner of property along that street by properly completing the Street Name Application and Street Name Change Petition. The requested street or street portion must be within the city limits of High Point.

- Both a fee and a valid petition are required. However, first the applicant must complete the Street Name application.
- Consult the *Street Name and Address Assignment Guidelines and Policies* (Appendix 9 of the High Point Development Ordinance) for guidance in choosing names, prefixes and suffixes.
- Mark the application as a request for a street name change by placing an "X" in the appropriate box.

- Use Section A of the application to provide the existing street name and the proposed street name. A proposed name will be rejected if it duplicates or nearly duplicates an existing name. Staff will alert the applicant if the proposed street name is unusable.
- A Street Name Change Petition is required only after the proposed street name has been determined to be valid.
- The petition should only be signed by those who own property that is either addressed on the street (or street segment) in question, or abuts the right-of-way of that street. All persons listed on the deed are required to sign for that property to be counted in determining valid petition (for example, a husband and wife must both sign if both are listed on the deed). Renters or other occupants of such property, who are not listed on the deed as owners of the property, should not sign the petition. If the owner of the property is an entity such as a company, corporation or partnership, the signatory must be an officer or managing partner with authority to sign official documents. His/her printed title should accompany the signature.
- At least two-thirds of the number of different affected property owners must sign the Street Name Change Petition for it to be valid.
- A qualifying property owner(s) willing to serve as the contact person should complete the first signature block on the petition.
- Once the completed petition is returned and determined to be valid, a **nonrefundable \$200 fee** is due from the applicant. The renaming request will not be forwarded to the Planning and Zoning Commission until this fee is collected.
- A validated street name change request will be placed on the next available Planning & Zoning Commission agenda for the Commission to determine if the request has merit and if so to schedule a public hearing. A request may be approved by the Commission following the public hearing. Any request not scheduled for public hearing by the Commission shall be considered denied.
- Following approval of a street name change request by the Planning and Zoning Commission the applicant shall **pay half the cost of replacing all street signs along the affected portion of the street**. These costs will be assessed by the City's Department of Transportation, and must be paid at least thirty (30) days prior to the effective date of the name change. The implementation of the name change may be delayed by the Planning and Zoning Commission for up to one year to allow businesses or effected owners along the street to prepare for its impact.
- No application for a street name change for the same street, or segment of street, to the same name shall be filed within two years from the date of final action on the previous request, unless the Planning and Zoning Commission determines that a substantial change(s) has occurred in the nature of the application that merits reconsideration of the request.



*"Shaping  
a more livable  
High Point"*

PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

STREET NAME APPLICATION

Please consult the Street Name and Address Assignment Guidelines and Policies before submitting new street names.

Contact Person (please print)

Daytime Phone Number

Mailing Address

This application is for:

☐ **Street Name Change**

Use Section A. to indicate the proposed street name, existing street name and the names of any bounding cross streets.

*A Street Name Change Petition should be circulated only after the proposed street name has been verified. A \$200.<sup>00</sup> fee is collected with a valid Street Name Change Petition.*

This application is for:

☐ **New Street Names**

Number of street names  
needed for this development

Development Name:

*Use Section B. to provide at least twice the number of street names than the number shown above. Use additional sheets as necessary. Names will be marked approved or rejected and the list returned to applicant.*

Staff Only  
Valid street  
names

Please print all street names in a clear and legible manner.

**Section A. Street Name Change**

Existing Street Name:

(Please print)

Include any prefix (N,S,E,W)

Include name suffix (St., Rd., Ave...)

☐ entire street ☐ portion from \_\_\_\_\_ to \_\_\_\_\_

Proposed Street Name:

(Please print)

Include any prefix (N,S,E,W)

Include name suffix (St., Rd., Ave...)

Staff Only

\_\_\_\_ High Point Approval

\_\_\_\_ County Approval

Existing Street Name:

(Please print)

Include any prefix (N,S,E,W)

Include name suffix (St., Rd., Ave...)

☐ entire street ☐ portion from \_\_\_\_\_ to \_\_\_\_\_

Proposed Street Name:

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NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

STREET NAME APPLICATION

Existing Street Name: \_\_\_\_\_  
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☐ entire street ☐ portion from \_\_\_\_\_ to \_\_\_\_\_

Proposed Street Name: \_\_\_\_\_  
(Please print) Include any prefix (N,S,E,W) Include name suffix (St., Rd., Ave...)

Staff Only	
_____ High Point Approval	_____ County Approval

Existing Street Name: \_\_\_\_\_  
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☐ entire street ☐ portion from \_\_\_\_\_ to \_\_\_\_\_

Proposed Street Name: \_\_\_\_\_  
(Please print) Include any prefix (N,S,E,W) Include name suffix (St., Rd., Ave...)

Staff Only	
_____ High Point Approval	_____ County Approval

**Section B. New Street Names**

The proposed streets are in the following County(s) \_\_\_\_\_

( 1 ) New Street Name

Prefix (N,S,E,W), if any Street Name Suffix (St., Rd., Ave.)

☐ City Approval  
☐ County Approval

( 2 ) New Street Name

Prefix Street Name Suffix

☐ City Approval  
☐ County Approval

( 3 ) New Street Name

Prefix Street Name Suffix

☐ City Approval  
☐ County Approval

( 4 ) New Street Name

Prefix Street Name Suffix

☐ City Approval  
☐ County Approval

## STREET NAME APPLICATION

## Proposed Street Name Listing Sheet



Continue numbering from previous sheet

( ) New Street Name

Prefix (N,S,E,W), if any      Street Name      Suffix (St., Rd., Ave.)

☐ City Approval  
☐ County Approval

( ) New Street Name

Prefix      Street Name      Suffix

☐ City Approval  
☐ County Approval

( ) New Street Name

Prefix      Street Name      Suffix

☐ City Approval  
☐ County Approval

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Prefix      Street Name      Suffix

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Prefix      Street Name      Suffix

☐ City Approval  
☐ County Approval

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High Point"*

PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
Verified by: \_\_\_\_\_  
Valid: \_\_\_\_ Yes \_\_\_\_ No  
Case Number: \_\_\_\_\_

STREET NAME CHANGE PETITION

Existing Street Name: \_\_\_\_\_  
(Please Print) Include any prefix (N,S,E,W) Include name suffix (St., Rd., Ave...)

Proposed Street Name: \_\_\_\_\_  
(Please Print) Include any prefix (N,S,E,W) Include name suffix (St., Rd., Ave...)

If only a portion of the street is proposed for renaming, please indicate the cross streets which bound that portion.

Portion of existing street from : \_\_\_\_\_

Portion of existing street to: \_\_\_\_\_

TO THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF HIGH POINT:

We, the undersigned property owners, having been informed of the proposal to change the name of our street as noted above, believe that such proposal may have merit and we support the filing of an application to the Planning and Zoning Commission. We understand that the primary purpose of this petition is simply to indicate that a significant level of interest in the proposed street name change exists from those whose property would be affected by the change. We further understand that this petition is non-binding. It does not mandate that the Planning and Zoning Commission hear this proposed street name change, nor does it guarantee if it is heard that it will be approved.

PETITION CONTACT PERSON

(1)

NAME of Property Owner (Print)

NAME (Signature)

NAME of second owner, if any (Print)

NAME (Signature)

PHYSICAL ADDRESS OF PROPERTY

Does the owner occupy the property? \_\_\_\_\_

STAFF USE ONLY

Parcel number:

Property adjacent to R/W?

PHONE NUMBER(S) (W) \_\_\_\_\_


(H) \_\_\_\_\_

Contact Person please return Petition to:  
City of High Point Planning & Development Department  
211 S. Hamilton Street, Rm. 316  
P.O. Box 230  
High Point, NC 27261  
(336) 883-3328

# STREET NAME CHANGE PETITION SIGNATURE SHEET



*NOTE: This page must be accompanied by page 1 when submitted.*

	Continue numbering from previous sheet
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( )	NAME of Property Owner (Print)	NAME (Signature)			
	NAME of second owner, if any (Print)	NAME (Signature)			
	PHYSICAL ADDRESS OF PROPERTY				
	Does the owner occupy the property? _____	<table border="1"><tr><td>STAFF USE ONLY</td></tr><tr><td>Parcel number:</td></tr><tr><td>Property adjacent to R/W?</td></tr></table>	STAFF USE ONLY	Parcel number:	Property adjacent to R/W?
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